

TRIP QUOTE FORM INSTRUCTIONS

Central Consolidated School District
Transportation

Trip Quote Form

The Trip Quote Form was developed to assist in determining which Transportation Warehouse inventory item to select.

THE TRIP QUOTE FORM SHOULD ONLY BE USED WHEN A DISTRICT BUS OR VEHICLE REQUIRING A BUS DRIVER IS NEEDED FOR A ROUND TRIP.

If the vehicle to be utilized will be driven by a District employee or the driver salary will be paid from a grant, then the **mileage only** inventory items should be selected:

ACTIVITY BUS – 00

ACTIVITY VEHICLE - 00

When selecting these items, you will enter the number of miles to be traveled as the quantity. Please attach back up for your mileage determination.

Yellow bus “inventory” items

Item Number	Description
ACTIVITY BUS - 00	ACTIVITY BUS - MILEAGE ONLY
ACTIVITY BUS - 01	BUS UNDER 100 MILES ROUND TRIP
ACTIVITY BUS - 02	BUS 101-149 MILES ROUND TRIP
ACTIVITY BUS - 03	BUS 150-199 MILES ROUND TRIP
ACTIVITY BUS - 04	BUS 200-250 MILES ROUND TRIP
ACTIVITY BUS - 05	BUS 250-299 MILES ROUND TRIP
ACTIVITY BUS - 06	BUS 300-349 MILES ROUND TRIP
ACTIVITY BUS - 07	BUS 350-399 MILES ROUND TRIP
ACTIVITY BUS - 08	BUS 400-449 MILES ROUND TRIP
ACTIVITY BUS - 09	BUS 450-499 MILES ROUND TRIP
ACTIVITY BUS - 10	BUS 500-549 MILES ROUND TRIP
ACTIVITY BUS - 11	BUS 500-599 MILES ROUND TRIP
ACTIVITY BUS - 12	BUS 600-699 MILES ROUND TRIP
ACTIVITY BUS - 13	BUS 700-799 MILES ROUND TRIP
ACTIVITY BUS - 14	BUS 800-865 MILES ROUND TRIP
ACTIVITY BUS - 15	BUS 866-999 MILES ROUND TRIP

Vehicle “inventory” items

ACTIVITY VEHICLE - 00	ACTIVITY VEHICLE - MILEAGE ONLY
ACTIVITY VEHICLE - 01	VEHICLE UNDER 100 MILES ROUND TRIP
ACTIVITY VEHICLE - 02	VEHICLE 101-149 MILES ROUND TRIP
ACTIVITY VEHICLE - 03	VEHICLE 150-199 MILES ROUND TRIP
ACTIVITY VEHICLE - 04	VEHICLE 200-250 MILES ROUND TRIP
ACTIVITY VEHICLE - 05	VEHICLE 250-299 MILES ROUND TRIP
ACTIVITY VEHICLE - 06	VEHICLE 300-349 MILES ROUND TRIP
ACTIVITY VEHICLE - 07	VEHICLE 350-399 MILES ROUND TRIP
ACTIVITY VEHICLE - 08	VEHICLE 400-449 MILES ROUND TRIP
ACTIVITY VEHICLE - 09	VEHICLE 450-499 MILES ROUND TRIP
ACTIVITY VEHICLE - 10	VEHICLE 500-549 MILES ROUND TRIP
ACTIVITY VEHICLE - 11	VEHICLE 550-599 MILES ROUND TRIP
ACTIVITY VEHICLE - 12	VEHICLE 600-699 MILES ROUND TRIP
ACTIVITY VEHICLE - 13	VEHICLE 700-799 MILES ROUND TRIP
ACTIVITY VEHICLE - 14	VEHICLE 800-865 MILES ROUND TRIP
ACTIVITY VEHICLE - 15	VEHICLE 866-999 MILES ROUND TRIP

Trip Quote Form – Input tab

Reset Form	
Requestor	
Date	
Vehicle Type	Bus
Starting Location	
Destination	
Estimated Round Trip Miles	0.00
Estimated Round Trip Hours	0.00
Entered Round Trip Miles	0.00
Entered Round Trip Hours	0.00
Suggested Inventory Item	
Inv. Item from Entered Hrs	
Paste to Log File	

Trip Quote Form instructions

INSTRUCTIONS ARE
ALSO INCLUDED ON
THE INPUT TAB OF THE
TOOL

- Enter your name next to **Requestor**
- Enter the **date** of the trip you are requesting
- Vehicle Type will be **Bus or Vehicle (Non Bus)**
- Enter the **starting location** – will be the transportation zone you are closest to:
 - **Kirtland**
 - **Shiprock**
 - **Newcomb**
- The tool is programmed to pull from an established round trip mileage and round trip time table (estimates for idle driver time were added in to determine the final pricing)
- The inventory item you should select and enter into your Visions requisition will be identified
- Hit the **PASTE TO LOG FILE** button which will save your data on the LOG tab so that it may be referenced later if needed

Round trip miles and times programmed were determined from google maps

The screenshot shows a Google search for "how far from shiprock nm to window rock az". The search results display a map with a blue route connecting Shiprock, New Mexico and Window Rock, Arizona. The route is labeled "1 h 39 min (92.2 mi) via US-491 S". The map includes labels for "Shiprock", "Window Rock", "NAVAJO NATION OFF-RESERVATION TRUST LAND", "HOPI RESERVATION", "Gallup", "Santa Fe", "Carson National Forest", "Ojito-Monument Valley", "Kayenta", and "Page". The search bar at the top contains the text "how far from shiprock nm to window rock az" and the Google logo. Below the search bar are navigation options: All, Maps, News, Images, Shopping, More, Settings, and Tools. The search results indicate "About 204,000 results (0.61 seconds)".

Google

how far from shiprock nm to window rock az

All Maps News Images Shopping More Settings Tools

About 204,000 results (0.61 seconds)

Shiprock, New Mexico

Window Rock, Arizona

1 h 39 min (92.2 mi) via US-491 S

Directions

Example log results after a team's away schedule was entered into the form

User	Date of Trip	Vehicle Type	From Location	To Location	Trip Miles	Trip Time	Trip Miles	Round Trip	Suggested Inv Item
Req user	8/16/18	Bus	Shiprock	Kayenta AZ	202	3.33	202	3.33	ACTIVITY BUS - 04
Req user	9/1/18	Bus	Shiprock	Newcomb NM	72	1.23	72	1.23	ACTIVITY BUS - 01
Req user	9/14/18	Bus	Shiprock	Bernalillo NM	384	6.10	384	6.10	ACTIVITY BUS - 07
Req user	9/21/18	Bus	Shiprock	Tseyigai Cuba NM	202	4.00	202	4.00	ACTIVITY BUS - 04
Req user	9/29/18	Bus	Shiprock	Grants NM	312	5.13	312	5.13	ACTIVITY BUS - 06
Req user	10/6/18	Bus	Shiprock	Santa Fe NM	474	7.43	474	7.43	ACTIVITY BUS - 09
Req user	11/3/18	Bus	Shiprock	Albuquerque NM	418	6.63	418	6.63	ACTIVITY BUS - 08